



USAID | MADAGASCAR

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SOLICITATION FOR RESIDENT HIRE PERSONAL SERVICES CONTRACTOR OPERATIONS SPECIALIST, GS/11

HEALTH, POPULATION AND NUTRITION (HPN) OFFICE

- 1. SOLICITATION NUMBER:** SOL-687-14-000011
- 2. ISSUANCE DATE:** September 5, 2014
- 3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:** September 19, 2014 – 14:00, Madagascar time
- 4. POSITION TITLE:** Resident Hire HPN Operations Specialist
- 5. NUMBER OF POSITION:** One
- 6. MARKET VALUE (Base Pay):** The position is the equivalent of a GS-11 salary (ranging from \$50,790 to \$66,027 per annum). Final compensation will be based on individual's qualifications, salary and work history, experience and educational background.
- 7. PERIOD OF PERFORMANCE:** Two (2) years from date of appointment.
- 8. PLACE OF PERFORMANCE:** Antananarivo, Madagascar
- 10. EVALUATION FACTORS:** Evaluation will be done on a 100-point scale:
Professional Experience – 25 points;
Knowledge – 25 points;
Skills, Abilities and Language Proficiency – 50 points.
- 11. SECURITY ACCESS:** Employment Authorization
- 12. AREA OF CONSIDERATION:** US citizen, EFM (Eligible Family Member to US Government employee), English speaking Third Country National residing in Madagascar. Madagascar work and/or residency permits required.

13. STATEMENT OF WORK/POSITION DESCRIPTION:

I. INTRODUCTION AND BACKGROUND

In 2009, a coup d'état plunged Madagascar into a protracted political crisis that has taken a heavy toll on its economy and people, especially the most vulnerable. The effects on economic and social outcomes have been devastating. The country now ranks 151 out of 186 countries in the 2012 United Nations Human Development Index and the poverty rate has climbed to 92 percent according to the World Bank. Following the coup, U.S. State Department restrictions prohibited the provision of all technical, material, and financial assistance to the Government of Madagascar including the Ministry of Health. On December 20, 2013 the island nation held presidential and legislative elections which were recognized by the international community as peaceful, transparent, free, and fair. On January 25, 2014 President Hery Rajaonarimampianina was officially sworn. On May 27, 2014, the U.S. announced the lifting of restrictions.

Over the past 10 years, USAID/Madagascar has made significant investments in innovative community health services and systems: scaling-up the provision of community-based diagnosis and treatment for simple pneumonia, diarrhea, and malaria as well as oral and injectable contraceptives. Leveraging other health development partners, USAID/Madagascar has equipped and trained an extended cadre of more than 17,000 community health volunteers (CHV) to expand basic, life-saving services to Madagascar's rural and remote villages where 65 percent of Malagasy live. These investments have undoubtedly contributed to the island nation reaching its Millennium Development Goal (MDG) target of reducing under-five mortality to 56 per 1,000 live births. Likewise, the country is on track to achieve its national goal to increase the modern Contraceptive Prevalence Rate (CPR) to 34 percent by 2015. Despite this progress, significant challenges remain as nearly half of children under five are chronically malnourished and the maternal mortality rate has remained very high over the past two decades. Madagascar is a USAID Presidents' Malaria Initiative (PMI) country and a priority country for Ending Preventable Child and Maternal Deaths (EPCMD). Interventions are largely focused on accelerating sustained reductions in child mortality and driving accelerated reductions in maternal mortality by delivering the high impact interventions with the private and private sectors with a continued focus on community-level service delivery. The Health, Population and Nutrition (HPN) office is mobilizing to effectively respond to the evolving opportunities now that normal working relations with the Ministries of Health and Water have resumed.

The Operations Specialist will coordinate, facilitate, and ensure the timely completion of major HPN deliverables as well as processes including project design and procurement. The Specialist will coordinate closely with project managers and focal points within the HPN office and across other USAID/Madagascar offices, ensuring that the HPN office is pro-active and responsive as well as compliant with all USG and USAID requirements, rules, regulations, and guidance. Major duties and responsibilities include participatory project development, planning, reviews, operations, and reporting.

In this role, the Specialist is required to coordinate multiple competing priorities. The incumbent will research, analyze, and synthesize multiple data points to produce high-quality documents on a variety of program areas. S/he is expected to use a refined level of professional judgment and provide value-added guidance and diplomacy to navigate and ensure that internal processes move forward. In addition, the Specialist must be familiar with a broad range of public health issues including family planning, maternal, newborn and child health, and malaria and provide technical input and assist with

developing and polishing scopes of work and other work products as required. The Specialist is responsible for ensuring consistency of information across all documentation. The Specialist must exercise superior judgment of a skilled, highly capable, and experienced analyst and writer capable of producing finished work products that meet or exceed all requirements.

II. DUTIES AND RESPONSIBILITIES

A. Project Development, Planning, Reviews, and Reporting (60%)

1. Project Design and Planning-- The Operations Specialist will lead and ensure completion of project design (including Project Authorization Documents and Expanded Project Authorization Action Memos) ensuring quality final products that adhere to USAID technical and administrative requirements. The Operations Specialist will serve as the HPN's focal point on all procurement processes, coordinating with technical leads and focal points within the HPN office and across other USAID/Madagascar offices, ensuring that all internal requirements, including clearance and deadlines, are met.
2. Reviews and Reporting-- The Specialist will coordinate writing of major HPN documents and work products including the annual Health Implementation Plan/Operations Plan (HIP/OP), Program Performance Review (PPR), and bi-annual portfolio reviews. The Specialist will coordinate across the HPN team and with other USAID/Madagascar offices and stakeholders to ensure timely and quality production of internal administrative and strategic documents, project/activity descriptions, scopes of work, justification memoranda, Memoranda of Understanding, agreements, briefing materials, reports, taskers from USAID/Washington, and other document production as required.

B. Portfolio Operations (40%)

1. Portfolio and Activity Compliance -- The Specialist is responsible for ensuring portfolio and activity compliance with the documentation requirements needed to authorize a funding obligation; ADS requirements; and legislative and legal considerations, including compliance to earmarks and directives. The incumbent supports the HPN Chief by ensuring that all mandatory requirements have been met for activity approval, working with the Program Office, Regional Legal Advisor, Controller's Office, Contracts Office on compliance requirement, and guiding Agreement/Contracting Officer Representatives (A/CORs) on meeting these requirements prior to Mission approval of activity approvals, strategic planning, project design, acquisition and assistance processes. The incumbent develops and maintains a tracking system to ensure that all follow-up points and recommendations (from Portfolio Reviews, Retreats, etc.) are completed.
2. Program and Activity Audits -- S/he coordinates and serves as an advisor to the HPN Chief on all programs and financial audits, supporting A/CORs in activity level audit planning, management, and resolution.
3. Procurement Requisitions through GLAAS (Global Acquisition and Assistance System) – The Specialist is responsible for supporting HPN on identifying and using appropriate program elements and funding accounts in GLAAS requisitions. S/he is an authorized requestor under GLAAS for HPN procurements.

4. Other Administration and Management -- The Specialist shall actively participate in other team activities, becoming fully informed of all substantive and administrative implementation issues confronted by the team. As a team member, s/he may therefore be assigned other tasks to further USAID/Madagascar's Development Objective for health.
5. Ad hoc Assignments -- S/he may have additional roles that transcend the individual duties detailed above on ad-hoc assignments which may include special coordination or short-term tasks within USAID/Madagascar.

III- POSITION ELEMENTS

Supervision Received

The Specialist will report directly to the Officer Director. S/he must have the ability to independently analyze and synthesize project data, and have excellent written and oral communication skills; and prepare precise, accurate, and complete reports. The Specialist must have the ability to manage/coordinate tasks with minimal supervision. S/he must proactively provide recommendations to the office director on courses of actions, solutions, and approaches and independently manage multiple competing priorities.

Supervision Exercised

The Specialist will work across the HPN office. The Specialist provides work guidance to the HPN team as required and will lead and or co-lead various task specific teams comprised of Mission staff from various offices providing technical and management direction for activities as directed by the Office Director. The Specialist will effectively foster collaboration across the HPN team and between USAID offices. However, supervision of other USAID/Madagascar staff is not contemplated.

Exercise of Judgment

Judgment must be exercised in resolving technical and/or operational problems encountered, as well as in determining the need for consultation with other Mission staff when circumstances require.

Authority to Make Commitments

Judgment must be exercised in resolving technical and/or operational problems encountered, as well as in determining the need for consultation with other Mission staff when circumstances require.

The Specialist has no authorities to make commitments on behalf of the USG.

Nature, Level of Contacts

The Specialist interacts with tact and good judgment with senior and mid-level officials, primarily inside USAID related to design and program issues, policies, coordination, and consultation. Contacts include the Program Office, the Controller's Office, the Executive Office, the Contracts Office, and Technical Office Team Leaders, technical focal points, and project managers.

Purpose of Contacts

The primary purpose of contacts is to ensure that processes and products are participatory and consensus building while complying with all relevant guidance, rules, and regulations.

14. MINIMUM QUALIFICATIONS

The incumbent should meet the following requirements in education, work experience, knowledge, and skills and abilities to be able to carry out the aforementioned duties and responsibilities

Education

A University degree in Public Health, English, Journalism, Business or Public Administration, or related is required. An advanced degree is highly desired.

Prior Relevant and Overseas Work Experience

Five to seven years of progressively responsible work experience in international public health and/or public/business administration with proven exemplary analytical and writing skills is required. Experience in project design, program planning, program/project budgeting, and evaluation, or closely related work is required. At least two years of this experience should have been in the field of development assistance overseas.

Knowledge

A thorough knowledge and understanding of USG business practices and processes including reporting and project design or relevant experience demonstrating ability to quickly gain such knowledge, of United States Government (USG) appropriation, and budgeting USAID accounting policies, regulations, and procedures; and, the principles and practices of cost accrual. A good understanding and in-depth knowledge, or ability to quickly gain understanding and knowledge of the USAID administrative and functional structure; USAID culture and initiatives and partnerships; and an understanding of the political and economic situation in Madagascar, and constraints to public health development; areas of USAID manageable interest/involvement; and, Madagascar health development landscape, awareness of key donor organizations, private sector, non-government organizations is highly desired. The Specialist must have demonstrated knowledge of health development in Madagascar.

Skills and Abilities

The Specialist must have the ability to analyze and synthesize project data, and demonstrated ability to prepare precise, accurate, and well written reports. The Specialist must have excellent written and oral communication skills. The Specialist must have demonstrated experience leading and organizing teams in complex tasks. The Specialist must be able to relate funds management to Mission Development Objective Teams; and, to understand and respond to changes in strategic program priorities and deadlines, and to recommend appropriate adjustments to Mission planning, procurement, and reporting processes. S/he must have problem-solving skills and the ability to think strategically and identify solutions in complicated situations, taking into consideration multiple competing priorities, USAID rules, regulations, and requirements and other variables. Demonstrated ability to multi-task and ensure the timely completion of work products is essential. The Specialist must be knowledgeable in MS Office applications, such as Word, Excel, and Power Point, and other data management skills, such as familiarity with other database management applications.

Language Proficiency

Strong written and oral proficiency in English language is required; written and spoken French is desirable. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. The Specialist must be able to communicate effectively and accurately with all categories of mission employees. The Specialist must be able to

prepare reports and documents in English in a professional and competent manner requiring little or no editorial changes.

Other requirements

The incumbent must be US citizen, EFM (Eligible Family Member to US Government employee), or English speaking Third Country National residing in Madagascar. Madagascar work and/or residency permits will be required.

15. QUALITY RANKING FACTORS (QRF)

(Used to determine the competitive ranking of qualified applicants in comparison to other applicants.)

A. Professional Experience – 25 points

- (i) Work experience in international public health and/or public/business administration with proven exemplary analytical and writing skills;
- (ii) Work experience in project design, program planning, program/project budgeting, and evaluation, or closely related work .

B. Knowledge – 25 Points

- (i) A thorough knowledge and understanding of USG business practices and processes including reporting and project design or relevant experience demonstrating ability to quickly gain such knowledge, of United States Government (USG) appropriation, and budgeting USAID accounting policies, regulations, and procedures; and, the principles and practices of cost accrual ;
- (ii) Demonstrated knowledge of health development in Madagascar.

C. Skills, abilities and language proficiency – 50 Points

- (i) Ability to analyze and synthesize project data, and demonstrated ability to prepare precise, accurate, and well written reports. The Specialist must have excellent written and oral communication skills;
- (ii) Ability to relate funds management to Mission Development Objective Teams; and, to understand and respond to changes in strategic program priorities and deadlines, and to recommend appropriate adjustments to Mission planning, procurement, and reporting processes;
- (iii) Must have problem-solving skills and the ability to think strategically and identify solutions in complicated situations, taking into consideration multiple competing priorities, USAID rules, regulations, requirements and other variables;
- (iv) Demonstrated ability to multi-task and ensure the timely completion of work products;
- (v) Must be knowledgeable in MS Office applications, such as Word, Excel, and Power Point, and other data management skills, such as familiarity with other database management applications.

16. BASIS OF RATING :

Only applicants who meet the Education/Experience requirements will receive a Quality Ranking Factor (QRF). Those applicants determined to be competitively ranked may also be evaluated through interview and professional reference checks.

Applicants are required to address each of the QRFs on a separate sheet describing specifically and accurately what experience, training, education and/or awards they have received that are relevant to each factor.

17. START DATE:

The Contractor should be available to start as soon as possible subject to appropriate medical and security background checks.

18. POINT OF CONTACT :

Any questions regarding this solicitation may be directed to

Ms. Dany Randrianatoavina

HR Specialist

USAID/Madagascar

E-mail: drandrianatoavina@usaid.gov

Phone: + (261)33 44 327 02

19. INSTRUCTIONS TO APPLICANTS:

A) APPLYING

For applicants to be considered for this position, the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.

1. OF-612, Optional Application for Federal Employment Form

Qualified applicants are requested to submit complete and hand-signed Optional Application for Federal Employment (OF-612) available at the USAID website, on www.usaid.gov/forms. Applicants are required to sign and scan the certification at the end of the OF-612.

2. Application Letter, Resume/Curriculum Vitae

Applicants shall submit an application letter and a resume which will contain the following information:

- a) Personal Information: Full name, mailing address, email address, day and evening phone numbers, country of citizenship, highest professional grade held (also give job series and dates held);
- b) Education: high school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
- c) Work Experience: provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year),

hours per week, salary. Indicate if we may contact your current supervisor. In addition, applicants should highlight or make special note of relevant significant awards and achievements;

- d) Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title and year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).

Applicants should also submit a two-page writing sample in English.

3. Appendix

Applicants are required to submit a supplemental document specifically addressing the Quality Ranking Factors (QRFs) shown in the solicitation.

4. Reference Persons

Applicants are required to provide three (3) to five (5) references with complete contact information, including E-mail address and telephone numbers, who are not family members or relatives, with working telephone and email contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's OF-612 form. The interviewing committee will delay such reference check pending communication with the applicant.

5. Madagascar work or residency permit

Applicants are required to provide any relevant documents which clearly show that she or he is permitted to work in Madagascar.

6. Application Submission

Submit your application by 14:00, September 19, 2014 to:

USAID/ Madagascar
EXO/HR
c/o US EMBASSY
Lot 207A, Point Liberty (Route Digue)
Andranoro, Antehiroka
Antananarivo 105 Madagascar

or to the following e-mail address: AntananarivoUSAIDHR@usaid.gov

Attachments to your e-mail should be in Adobe Acrobat Reader format (.pdf) and/or Word format (.doc or .docx) ONLY. Applications with any other format will be rejected (zip, jpg, etc.).

- a) If you submit your application physically, please mark the envelop:
"SOL-687-14-000011"

b) If you submit your application electronically, please put as subject:
“SOL-687-14-000011 [your name]”

TO BE CONSIDERED, applications must include ALL the required documents and information, and be received at USAID Office by the above deadline.

7. Late Submissions

Qualified individuals should note that applications must be received by the closing date and time at the address specified in the cover letter or they will not be considered eligible for evaluation or award, unless Contracting Officer determines that the documents were mishandled by the receiving agency. The closing time for the receipt of applications is 14:00, local time (GMT+3), on the date specified on the covering letter to this solicitation. You are directed to Federal Acquisitions Regulation, Part 15.208 “Submission, modification, revision, and withdrawal of proposals” for further information. USAID/Madagascar reserves the right not to award any contract as a result of this solicitation.

B) SECURITY AND MEDICAL CLEARANCES

i). Medical Clearance: Prior to signing a contract, the selected individual and eligible dependents will be required to obtain a medical clearance in the same manner as local staff. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.

ii). Security Clearance: Prior to signing a contract, the selected individual will be required to obtain an employment authorization from AID/SEC or from the US Department of State of the applicant’s country. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded.

20. BENEFITS

As a matter of policy, and as appropriate, a resident PSC is normally authorized the following benefits:

- Employee’s FICA Contribution
- Annual Contribution towards Health and Life Insurance
 - 72% of health Insurance Annual Premium (not to exceed \$20,399 for a family and \$7,266 for employees without dependents)
 - 50% of Life Insurance Annual Premium (not to exceed \$500)
- Pay Comparability Adjustment - Annual across the board salary increase for USG employees and USPSCs
- Worker’s Compensation
- Annual increase
- Vacation and Sick Leave

Federal and State taxes: US citizen contractors are not exempted from payment of Federal Income taxes. USAID does not withhold state taxes from compensation payments. State taxes are solely between the employee and the employee’s state of official residence.

CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDS) PERTAINING TO PSCS:

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts.

Please refer to <http://www.usaid.gov/work-usaid/aapds-cibs#psc> to determine which CIBs and AAPDs apply to this contract.

Additionally, AIDAR Appendix D can be found at: <http://www.usaid.gov/ads/policy/300/aidar>

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

END OF SOLICITATION